



## Enrollment Action Checklist (**VALUE FIVE**) **For State Medicare Eligible Pensioners**

**2018 Benefits Open Enrollment Period: May 7 – 25, 2018**  
**Coverage Effective Date: July 1, 2018**

***This is your once-a-year opportunity to enroll, make changes or cancel coverage for your dental and vision benefits.***

**Have questions about Open Enrollment or your benefits?**

Contact the Office of Pensions at (302) 739-4208 or 1-800-722-7300.

### **What You Need To Know For This Open Enrollment:**

- The benefit plan premiums (or rates) for the dental and vision plans **will not change** on July 1, 2018.
- You **DO NOT** need to take any action during May 2018 Open Enrollment, unless you are enrolling, cancelling or making changes to your dental and/or vision coverage for you or your spouse/dependent(s) or if you are making changes to your spouse/dependent(s) Non-Medicare health plan elections.

**IMPORTANT:** Complete the online Spousal Coordination of Benefits (SCOB) Form between May 7 – 25, 2018 if you cover your spouse on a *non-Medicare* health plan (Aetna CDH Gold Plan, Aetna HMO Plan, Highmark First State Basic Plan or Highmark Comprehensive PPO Plan) effective July 1, 2018. The form is located online at <https://ben.omb.delaware.gov/documents/cob/spousal.shtml>.

- **Please note:** Spouses and dependents who become eligible for Medicare, based on age or disability, are required to enroll in Medicare Parts A & B insurance and notify the Office of Pensions within 30-days of becoming eligible/enrolled in order to maintain coverage under the Group Health Insurance Plan (GHIP).
- There are **no changes** to the rates for the Highmark Delaware *Special Medicfill* Medicare Supplement plans on July 1, 2018. *Medicare-eligible* pensioners, spouses and dependents have an Open Enrollment each fall for their health coverage. **You cannot make changes to your Special Medicfill coverage until the fall of 2018 unless you experience a qualifying event.**

### **What You Need To Do (Follow the checklist below):**

- ☐ If you wish to enroll, make changes or cancel coverage for you or your spouse/dependent(s) for Non-Medicare health insurance plans, dental and/or vision benefits during May 2018 Open Enrollment, complete and submit the necessary forms to the Office of Pensions **by May 25, 2018** (*forms are included in the packet mailed to your home and also located on the Office of Pensions website at [https://open.omb.delaware.gov/information/retiree\\_forms.shtml](https://open.omb.delaware.gov/information/retiree_forms.shtml)*).
- When submitting your forms to the Office of Pensions, choose one of the following options:
  - ☐ Scan and e-mail to [pensionoffice@state.de.us](mailto:pensionoffice@state.de.us)
  - ☐ Fax to (302) 739-6129

- ☐ Mail to Office of Pensions, McArdle Building, 860 Silver Lake Blvd, Ste 1, Dover, DE 19904-2402

**IMPORTANT:** If you are not making updates/changes, you **DO NOT** need to submit these forms.

- ☐ If you cover a spouse under the **Highmark Delaware Special Medicfill** Medicare Supplement Plan, you **DO NOT** need to complete a new Spousal Coordination of Benefits Form, **UNLESS** your spouse's employment or health insurance status has changed since July 2012.

***Other Benefits Available During Open Enrollment:***

- ☐ To join Blood Bank of Delmarva's **Members For Life** program, create an account with Blood Bank of Delmarva at <https://donate.bbd.org/>. Participation is easy. Donate blood at least once a year and allow the Blood Bank to contact you when there is a need for your blood type.